



PHOEBE A. HEARST

MUSEUM OF ANTHROPOLOGY

UNIVERSITY OF CALIFORNIA, BERKELEY

Thank you for contacting The Phoebe Hearst Museum regarding the return of objects excavated from lands under your control and currently housed in the Museum.

The following steps are to be taken to ensure a smooth and timely return of your materials:

1. Provide us with a list of materials to be returned. This list must include the site trinomial and a list of the museum catalogue numbers associated with the site, if known.
2. Determine who will pack the objects and the type of packing materials to be used.
  - A. Museum staff are available to pack the objects for pick up or shipment. The cost is \$90.00 per hour per staff member involved with object retrieval and packing.
  - B. Agency employees are welcome to come to the Museum and pack the objects themselves. A charge of \$90.00 per hour will apply for each museum staff member overseeing and/ or assisting with object retrieval and packing.
  - C. Boxes and packing materials will be charged at cost to the Museum depending on the type and quality of boxes and packing materials requested.
3. Provide us with the name of your preferred shipper and the account number to which the shipping charges should be billed.
4. Provide us with the agency contact to whom the invoice for Hearst Museum charges should be sent.

**Documents:**

If copies of museum documents are requested, the cost will be \$.25 per page. If these documents are considered to be of a sensitive nature (site records and unpublished manuscripts) an Agreement of Confidentiality must be signed by an official representative of the Agency upon receipt of the copies.

Most of our maps are fragile and cannot withstand the copying process. We can provide you with a good digital photograph, from which you can print the map.

**Please note:**

Due to prior commitments at the Museum, we estimate that the return process will take a minimum of 30 days from the time that the list is received until the materials leave the Museum.

We cannot repatriate materials that do not belong to us. It is the responsibility of the agency owning the material to deal with the repatriation process.

Since these are not repatriations, all returns will be handled through the Registrar's office at the Museum.

Joan Knudsen, Registrar  
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